

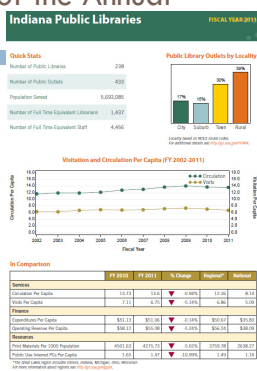


2014 PUBLIC LIBRARY ANNUAL REPORT WORKSHOP

Jennifer Clifton - November 2014

What is the purpose of the Annual Report?

- Required by state (590 IAC 6-1-4)
- ISL Statistics
 - ▣ Useful for year-to-year comparisons (and history!)
 - ▣ Library-to-library comparisons
 - ▣ Identifying trends
- IMLS Public Libraries Survey



What's Changed for 2014?

- New questions:
 - ▣ Consortium title counts
 - ▣ A place to count downloads/streams
 - ▣ Standards compliance- prompts for clarification
- Some questions reworded for clarity

Timeline


4

- Survey open:
 - December 15th through February 1st

Navigating the Survey

5

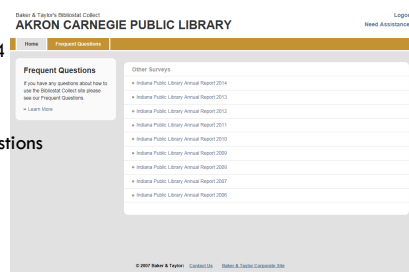
- Login instructions will be sent to directors via email
- Click on the question number for help/definitions
 - Disable pop-up blockers
- Use “Back,” “Next,” or the side menu to navigate through the 15 sections Back Next
- Click “Save” and “Logout” to close and return to report at any time Save
- Click “SHOW LAST YEAR’S ANSWERS” to see what was input last year SHOW LAST YEAR’S ANSWERS
- Don’t wait until the last minute!



Your Bibliostat homepage

6

- Tabbed Navigation
 - Home
 - Survey - 2014
 - Status
 - Printing
 - Frequent Questions
 - Instructions



Need to explain something?

7

- Edit Checks- automatic edit checks will catch inconsistencies or major changes from previous year's data
 - Now- Bibliostat
 - Later- Census
- "Flag" a question to come back to it
- Use the "Federal note" to explain any discrepancies
- It's recommended to do this up front, or you'll be hearing from me again next summer ☹

Need technical help with survey?

8

1. Confirm it is not a local issue first- check with your IT person/department
2. Contact ISL – 1-800-451-6028
3. Call Bibliostat - 1-866-785-9935

Instructions

9

Please call the Library Development Office with any questions at 317-232-3697 or 1-800-451-6028 or email ldo@library.in.gov or jclifton@library.in.gov

All information in the annual report is a matter of public record and much of it is published on the World Wide Web.

Give the most current information for:

- Respondent/contact identification,
- Hours of operation,
- Assessed valuation and tax rate,
- Library board members, and
- Hourly salary for salary section and benefits

All other information should be for the 2014 report year

- If the exact data are not known for any item, please estimate data (and indicate in note that it is an estimate). Estimates are very important.
- Enter "0" if the correct entry for an item is zero or "none".
- Enter "N/A" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it.

10

COLOR KEY

OX-001	Question
OX-002	Standards Question
OX-003	Prefilled
OX-004	Prefilled & Locked (Contact ISL w/changes)
OX-005	Calculated total

11

Part 1 - General Information

Changes:

- Added back "Weeks open per year" for central
- Added help re: download speeds

12

Part 1 - General Information

01-001	Name of the person preparing this report.
01-002	Preparer's phone number.
01-003	Time zone in which library district headquarters is located.
01-004	Library Name
01-005	Library Class
01-006	Library Director
01-007	Street Address
01-008	City
01-009	ZIP
01-010	Is your mailing address the same as the address above?
01-011	Mailing Address
01-012	Mailing City
01-013	Mailing ZIP

13

Part 1 - General Information

01-014 Congressional District Number

01-015 Phone

01-016 FAX

01-017 Does your library have an answering machine, voice mail or other similar technology? Y/N

01-018 Library URL

01-019 Does your library have a public library E-mail address or other means of electronic contact listed on the library's website? Y/N

14

Part 1 - General Information

Building Questions

01-020 The year the current central building was built

01-021 Year of the most recent structural addition or alteration to current central building.

01-022 Square footage of the central building?

01-023 [Click here to complete Central Library daily hours.](#)

15

Central Library

Part 1 - General Information

16

Hours

01-023 Click here to complete Central Library daily hours

- 01-024 Monday opening time
- 01-025 Monday closing time
- 01-026 Tuesday opening time
- 01-027 Tuesday closing time
-
- 01-034 Saturday opening time
- 01-035 Saturday closing time
- 01-036 Sunday opening time
- 01-037 Sunday closing time

Days of Week	Opening Time	Closing Time
Monday	01-024	01-025
Tuesday	01-026	01-027
Wednesday	01-028	01-029
Thursday	01-030	01-031
Friday	01-032	01-033
Saturday	01-034	01-035
Sunday	01-036	01-037

Total open hours for Central Library during a typical week:

Total number of hours Central Library is open after 6:00 p.m. per week:

Total number of hours per week Central Library is open on Saturday:

Total number of hours per week Central Library is open on Sunday:

Save to Contact

Part 1 - General Information

17

- 01-038 Total open hours for Central Library during a typical week.
- 01-039 Total number of hours the Central Library is open after 6:00 p.m. per week.
- 01-040 Total number of hours per week that the Central Library is open on Saturday.
- 01-041 Total number of hours per week Central Library is open on Sunday.
- 01-042 Number of Weeks Per Year Central Library was open in 2014 (*It's back...*)
- 01-043 Total Central Library Hours Open per Year

Part 1 - General Information

18

Internet Access

- 01-044 Does the library have Internet Access? **Y/N**
- 01-045 What type of Internet Access is available in the Central Building?
- 01-046 Specify the speed of Internet Access in the Central Building. **Use www.speedtest.net to determine speed.**
(...or use the speed test of your choice)

19	Branches
<p>•No changes here.</p>	

Part 1 - General Information	
20	
<p>01-200 Total number of Branches</p> <p>01-200a Branch Name</p> <p>01-201a Branch Street Address</p> <p>01-202a Branch City</p> <p>01-203a Branch County</p> <p>01-204a Branch Zip</p> <p>01-205a Is your mailing address the same?</p> <p>01-206a Branch Mailing Address</p> <p>01-207a Phone</p> <p>01-208a Fax</p> <p>01-209a Total Square Footage of Branch</p> <p>01-210a Year Built</p> <p>01-211a Year of the most recent structural addition or alteration to branch building</p>	

Part 1 - General Information	
21	
<p>01-212a Number of Weeks per Year Individual Branch is Open</p> <p>01-213a Monday opening time</p> <p>01-214a Monday closing time</p> <p>-----</p> <p>01-225a Sunday opening time</p> <p>01-226a Sunday closing time</p> <p>01-227a Total open hours for the Branch Library during a typical week.</p>	

Part 1 - General Information

22

- 01-228a** Does the Branch library have Internet Access?
Y/N
- 01-229a** What type of Internet Access is available in the Branch library?
- 01-230a** Specify the speed of Internet Access in the Branch library.
- 01-231a** Number of wireless hubs located in the branch library?

23

Bookmobiles

Part 1 - General Information

24

- 01-300** Total Number of Bookmobiles (If 0, skip these questions)
- Individual Bookmobile Information**
- 01-301a** Bookmobile Name
- 01-302a** Street Address
- 01-303a** City
- 01-304a** County
- 01-305a** Zip
- 01-306a** Is your Mailing address the same?
- 01-307a** Mailing Address
- 01-308a** Phone
- 01-309a** Fax
- 01-310a** Total hours per week
- 01-311a** Number of Weeks Bookmobile is Open
- 01-312a** Does the Bookmobile have Internet Access?
- 01-313a** What type of Internet Access is available in the Bookmobile?
- 01-314a** Specify the speed of Internet Access in the Bookmobile
- 01-315a** Number of wireless hubs located in the Bookmobile?
- 01-316** Total Annual Hours of all Bookmobiles

Part 1 - General Information

25

01-500

Total System Public Service Hours
per Year
(Central + Branches + Bookmobiles)

26

Part 2 – Registrations

·No changes here

Part 2 – Registrations

27

- 02-001 Total Number of Individual Resident Registered Users
- 02-002 Total Number of Users from Contracting Areas
- 02-003 Total Number of Individual Non-Resident (non-taxed) Registered Users
- 02-004 Total Number of Reciprocal Users
- 02-005 Total Number of PLAC Users
- 02-006 Total Number of Non-Resident Cards Issued to Student Users
- 02-007 Total Number of Non-Resident Cards Issued to School Employees
- 02-008 Total Number of Non-Resident Cards Issued to Library Employees
- 02-009 Amount of Individual Non-Resident Fee**
- 02-010 Date Library Board adopted this fee
- 02-011 Does your library purge or mark inactive patron files at least every three years?** Y/N

28	Part 3 – Public Libraries and Political Subdivisions Served
<p>•No changes here</p>	

Part 3 – Public Libraries and Political Subdivisions Served	
29	Part 3 – Public Libraries and Political Subdivisions Served
<p><u>2010 Census figures are used for all calculations</u></p> <p>03-001 County Name of Primary County</p> <p>03-002 Total Assessed Valuation for Library District</p> <p>03-003 Operating Tax Rate</p> <p>03-004 Source year for data</p> <p>03-005 BIRF/Lease Rental Tax Rate</p> <p>03-006 LCPF Tax Rate</p> <p>03-007 Did your library roll the LCPF into the operating tax rate? Y/N</p> <p>03-008 County Name for additional county</p> <p>03-009 Total Assessed Valuation for additional county</p> <p>03-010 Operating Tax Rate for additional county</p> <p>03-011 BIRF/Lease Rental Tax Rate</p> <p>03-012 LCPF Tax Rate</p>	

Part 3 – Public Libraries and Political Subdivisions Served	
30	Part 3 – Public Libraries and Political Subdivisions Served
<p>03-013 Total district population without contract</p> <p>03-014 Total district population with contracts</p> <p>03-015 Political Subdivision Name</p> <p>03-016 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)</p> <p>03-017 Population 2010 Census (Taxed & Served)</p> <p>03-018 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)</p> <p>03-019 Population 2010 Census (Served by Contract)</p>	

31

Part 3 – Public Libraries and Political Subdivisions Served

Some notes:

- 03-008 – Additional County info is only required of libraries crossing county lines and the 4 county-contractuals
- 03-016 Type of Political Unit - Taxed Units
 - 1 (city/town)
 - 2 (more than 1/2 of county)
 - 3 (total county)
 - 4 (township merged)
 - 9 (township validated)
 - 11 (endowed)
 - 12 (county contractual) Only
- 03-018 Type of Political Unit - Contracting Units
 - 5 (Township, partial, served by contract)
 - 6 (Township served by contract)
 - 7 (Township taxed to pay contract)
 - 8 (Township, partial, taxed to pay contract)
 - 10 (Town served by contract) Only

32

Part 4 – Library Operating Fund Income

No changes here

33

Part 4 – Library Operating Fund Income

Local Government Operating Fund Income

04-001 Property Tax or CEDIT Operating Fund Income from Library Tax Rate

04-002 CAGIT Property Tax Replacement Credit

04-003 CAGIT Certified Shares

04-004 CAGIT Special Fund

04-005 County Option Income Tax (COIT)

04-006 Contractual Revenue Received for Service

04-007 Local Option Income Tax (LOIT)

04-008 Total Local Operating Fund Income

Part 4 – Library Operating Fund Income

34

State Government Operating Fund Income

- 04-009 Financial Institutions Tax (FIT)
- 04-010 License Vehicle Excise Tax (LVET)
- 04-011 Commercial Vehicle Excise Tax (CVET)
- 04-012 Other State Operating Fund Income
- 04-013 Source(s):
- 04-014 Total State Operating Fund Income

Part 4 – Library Operating Fund Income

35

Federal Government Operating Fund Income

- 04-015 LSTA Grants (*Operating Fund*)
- 04-016 Name of Non-Operating Fund
- 04-017 Amount of LSTA grant placed in Non-Operating Fund
- 04-018 Other Federal Grants Operating Fund Income
- 04-019 List Source
- 04-020 Total Federal Operating Fund Income

Part 4 – Library Operating Fund Income

36

Other Operating Fund Income

- 04-021 PLAC Reimbursement
- 04-022 Fines and Fees
- 04-023 Interest on Investments
- 04-024 Gift Receipts Operating Fund Income
- 04-025 Private and Public Foundation Grants Operating Fund Income
- 04-026 Miscellaneous Operating Fund Income.
- 04-027 Source(s)
- 04-028 Total Public and Private Foundation Grants Income (deposited into any fund)
- 04-029 Total Other Operating Fund Income
- 04-030 Total Operating Fund Income

37

Part 5 – Operating Fund
Expenditure Data

•Corrected Non-Resident fee formula

38

Part 5 – Operating Fund Expenditure Data

Operating Fund Expenditures
05-001 Salaries/Wages of All Library Staff
05-002 Employee benefits
05-003 Other Personal Services

05-004 Total Personal Services

05-005 Total Staff Expenditures

39

Part 5 – Operating Fund Expenditure Data

Other services and charges
05-006 Total Supplies
05-007 Professional Services
05-008 Communication and Transportation
05-009 Printing and Advertising
05-010 Insurance
05-011 Utility Services
05-012 Repairs and Maintenance
05-013 Rentals
05-014 Debt Service
05-015 Lease Rental
05-016 Other
05-017 Total Other Services and Charges

Part 5 – Operating Fund Expenditure Data

40

Capital Outlays from Operating Fund Expenditures

- 05-018 Land
- 05-019 Buildings
- 05-020 Improvements Other Than Buildings
- 05-021 Furniture and Equipment
- 05-022 Capital Outlays for Public Access Computers, electronic reading and electronic media devices**

Part 5 – Operating Fund Expenditure Data

41

Operating Fund Expenditure Data

- 05-023 Books (Include Book Lease)**
- 05-024 Periodicals and Newspapers**
- 05-025 Nonprinted (Physical) Materials, Microforms & AV, not Electronic**
- 05-026 Ebook and Electronic database licensing/purchase/lease expenditures.**
- 05-027 Electronic Physical Format, including Playaways and Ebook readers

Part 5 – Operating Fund Expenditure Data

42

Non-Operating Fund Library Materials Expenditure Data

- 05-028 Books (Include Book Lease)
- 05-029 Periodicals and Newspapers
- 05-030 Nonprinted (Physical) Materials, Microforms & AV, not Electronic
- 05-031 Ebook and Electronic Database licensing/purchase/lease expenditures
- 05-032 Electronic Physical Format (playaways, ebook readers, etc)

Part 5 – Operating Fund Expenditure Data

43

- 05-033 Total Expenditures for Print Materials
- 05-034 Total Expenditures for Electronic Materials
- 05-035 Total Expenditures for Other Materials
- 05-036 Total Expenditures for Collections
- 05-037 Total Operating Fund Capital Outlays

Part 5 – Operating Fund Expenditure Data

44

- 05-038 Total Operating Fund Expenditures for Collection Development
- 05-039 Total Non-Operating Fund Expenditures for Collection Development
- 05-040 Public Access Computers, electronic reading and electronic media devices from all non-operating funds

Part 5 – Operating Fund Expenditure Data

45

- 05-041 Total Operating Fund Expenditures
- 05-042 Other Operating Expenditures
- 05-043 Total Operating Expenditures
- 05-044 Total Capital Fund Expenditures

Part 5 – Operating Fund Expenditure Data

46

Non-Resident Fee Standard

05-045 Total Collection Expenditures

05-046 Total 2013 Operating Expenditures per capita (for this year's standards calculation)

05-047 Difference between OE per capita minus Non-Resident fee

05-047a Does your library's non-resident fee meet the standard? (Y/N)

05-048 Total 2014 Operating Expenditures per capita (for next year)

Part 5 – Operating Fund Expenditure Data

47

Collection Development Standard

05-049 Collection Development Expenditure as a percentage of Operating Expenditure

48

Part 6 – Capital Revenue

•No changes here

Part 6 – Capital Revenue

49

- 06-001 Local government capital revenue
- 06-002 State government capital revenue
- 06-003 Federal government capital revenue
- 06-004 Other capital revenue
- 06-005 Total Capital Revenue

50

Part 7 - Employment Data

•No changes here

Part 7 - Employment Data

51

- 07-001 Total number of all librarians with an ALA-MLS
- 07-002 Total hours paid per week for all ALA-MLS librarians
- 07-003 FTE for all librarians with an ALA-MLS
- 07-004 Total number of all librarians, **including** ALA-MLS librarians
- 07-005 Total hours paid per week for all librarians, including ALA-MLS librarians
- 07-006 FTE for all librarians
- 07-007 Total number of all other paid staff
- 07-008 Total Hours paid per week for all other paid staff
- 07-009 FTE for all other paid staff
- 07-010 Total number of all paid staff
- 07-011 Total hours paid per week for all paid staff
- 07-012 FTE for all paid staff
- 07-013 Number of hours per week considered to be full-time employment in your library?

52

Part 8 – Library Service and Technology

- Some questions reworded for clarification
- New calculation- computers per capita

Part 8 – Library Service and Technology

53

Interlibrary Loans

- 08-001 Number of interlibrary loan items (loans and photocopies) your library has **provided to** other Indiana libraries.
- 08-002 Number of interlibrary loan items (loans and photocopies) your library has **borrowed from** other Indiana libraries.

Library Programs Children's (0-11 years) Programs

- 08-003 Number of children's (0-11 years) programs held in the library
- 08-004 Number of children's (0-11 years) programs held outside of the library

Library Programs Young Adult (12-18 years) Programs

- 08-005 Number of young adult (12-18 yrs) programs held in the library
- 08-006 Number of young adult (12-18 yrs) programs held outside of the library

Part 8 – Library Service and Technology

54

Library Programs Adult (18+ years) Programs

- 08-007 Number of adult (18+ yrs) programs held in the library
- 08-008 Number of adult (18+ yrs) programs held outside of the library

General Programs

- 08-009 Number of general (all ages) programs held in the library
- 08-010 Number of general (all ages) programs held outside of the library

Part 8 – Library Service and Technology

55

08-011 Total number of non-library sponsored programs

08-012 Total number of all library-sponsored programs

Part 8 – Library Service and Technology

56

Attendance Questions

08-013 Attendance at Children's (0-11 years) programs held in the library

08-014 Attendance at Children's (0-11 years) programs held outside of the library

Repeats for:

- Young Adult (12-18 yrs) Programs
- Adult (18+ yrs) Programs
- General (All ages) Programs

Attendance Totals

08-021 Total attendance at non-library sponsored programs

08-022 Total children's program attendance

08-023 Total young adult program attendance

08-024 Total program attendance at library-sponsored programs

Part 8 – Library Service and Technology

57

08-025 How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?

08-026 Total number of annual visits in the library ⚠

08-027 Total number of reference transactions per year ⚠

Electronic Services

08-028 Number of State Licensed Databases (INSPIRE)

08-029 Number of local and other (Not INSPIRE) licensed databases

08-030 Name(s) of public use/commercial databases to which the library subscribes

08-031 Total number of licensed databases

Part 8 – Library Service and Technology

58

Public Computers

- 08-032 Public Internet-connected computers uses per year
 08-033 Number of wireless hubs located in the central building?
 08-034 Total number of wireless hubs, system-wide
 08-035 Number of wireless internet uses per year
 08-036 Number of Internet connected public computers, system-wide.
 08-037 Number of scanners available for the public, system-wide.
 08-038 Number of Internet connected staff computers, connected to a printer.
 08-039 Number of Internet-connected public computers per capita (New)

Part 8 – Library Service and Technology

59

Library System Automation

- 08-040 Does your library have an automated bookkeeping system? Y/N
 08-041 Name of bookkeeping system.
 08-042 Brand and version of integrated library system (ILS)
 08-043 Is your library catalog available online? Y/N

60

Part 9 - Circulation and Holdings

•Now separating local and consortium holdings

Part 9 - Circulation and Holdings

61

- 09-001 Total circulation of All Materials
- 09-002 Circulation of All Children's Materials
- 09-003 Circulation of Electronic Materials (e.g. E-books circulated or electronic materials downloaded annually)
- 09-004 Total In-house Usage of Materials
- 09-005 Number of Electronic Book Reading or Music Playing Devices Circulated Annually

Part 9 - Circulation and Holdings

62

Selected Holdings

09-007 Books, Physical Units

09-008 Does the library belong to an Ebook consortium?

09-009 Name of Ebook Consortium

09-010 Electronic books (E-books) (LOCAL HOLDINGS) (NEW)

09-011 Electronic books (E-books) (CONSORTIUM HOLDINGS) (NEW)

09-012 Electronic books (E-books) (TOTAL) (NEW)

Part 9 - Circulation and Holdings

63

09-013 Video Materials - Physical Units

09-014 Video Materials - Downloadable Titles (LOCAL HOLDINGS) (NEW)

09-015 Video Materials - Downloadable Titles (CONSORTIUM HOLDINGS) (NEW)

09-016 Video Materials - Downloadable Titles (TOTAL) (NEW)

09-017 Audio Materials - Physical Units

09-018 Audio Materials - Downloadable Titles (LOCAL HOLDINGS) (NEW)

09-019 Audio Materials - Downloadable Titles (CONSORTIUM HOLDINGS) (NEW)

09-020 Audio Materials - Downloadable Titles (TOTAL) (NEW)

Part 9 - Circulation and Holdings

64

- 09-021 Electronic (Physical) Format
- 09-022 Number of Electronic Book Reading or Music
Playing Devices Owned by the Library
- 09-023 Current Serial Subscriptions

65

Part 10 - Library Board

- No changes here
- Provide most current info available.
- Be sure to only list a treasurer OR treasurer/employee (NOT BOTH)
- Provide any updates throughout the year to ISL.

Part 10 - Library Board

66

- 10-0001 Position
- 10-0002 First Name
- 10-0003 Middle Initial/Name
- 10-0004 Last Name
- 10-0005 Home address
- 10-0006 City
- 10-0007 Zip Code
- 10-0008 E-mail address
- 10-0009 Appointing Authority
- 10-0010 Date that the current term expires
- 10-0011 Number of consecutive terms
- 10-0012 Date of initial appointment (REPEATS...)
- 10-991 When does the regular library board meeting take place?
- 10-992 What is the time of the regular library board meeting?

67

Part 11 - Salary Section

- Provide most current information (e.g. 2015 salaries)
- Provide info for positions not currently occupied
- A few new job titles added

Part 11 - Salary Section

68

- 11-001 Annual salary of the Director
- 11-002 Does the Director have an employment contract? Y/N
- 11-003 What is the current level of certification for the library Director?

Job Title	Cert. Level	Min Hourly	Max Hourly
11-004 Assistant or Associate Director		\$	\$
11-008 Department Head, Manager or Supervisor		\$	\$
11-012 Branch Head		\$	\$
11-016 Administrative Assistant		\$	\$
...			
Other			

Part 11 - Salary Section

69

Employee Fringe Benefit Information - Full-time Employees

- 11-501 PERF Y/N
- 11-502 Deferred Compensation Y/N
- 11-503 Health Insurance Y/N
- 11-504 Health Savings Account (HSA) Y/N
- 11-505 Dental Insurance Y/N
- 11-506 Life Insurance Y/N
- 11-507 Vision Insurance Y/N
- 11-508 Disability Y/N
- 11-509 Paid Time off for Continuing Education Y/N
- 11-510 Reimbursement for Continuing Education Y/N
- 11-511 Other1 (specify) Y/N
- 11-512 Other2 (specify) Y/N

Part 11 - Salary Section

70

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	<u>Y/N</u>
11-514	Deferred Compensation	<u>Y/N</u>
11-515	Health Insurance	<u>Y/N</u>
11-516	Health Savings Account (HSA)	<u>Y/N</u>
11-517	Dental Insurance	<u>Y/N</u>
11-518	Life Insurance	<u>Y/N</u>
11-519	Vision Insurance	<u>Y/N</u>
11-520	Disability	<u>Y/N</u>
11-521	Paid Time off for Continuing Education	<u>Y/N</u>
11-522	Reimbursement for Continuing Education	<u>Y/N</u>
11-523	Other1 (specify)	
11-524	Other2 (specify)	

Part 11 - Salary Section

71

Paid days off per year –

Full-time Librarian

11-525	Number of Vacation Days
11-526	Number of Sick Days
11-527	Number of Personal Days
11-528	Holidays
11-529	Funeral/Bereavement
11-530	Other Days (specify)

...Repeats for Part-Time Librarian
 Full-Time Support Staff
 Part-Time Support Staff

72

Part 12 - PLAC Loans

- No changes here
- Don't report any PLAC loans to your own library
- Don't include reciprocal loans or nonresident loans (unless using PLAC card)

Part 12 - PLAC Loans

73

12-001 Did your library make any PLAC loans? Y/N

12-002 Adams Public Library System
 12-003 Akron Carnegie Public Library
 12-004 Alexandria-Monroe Public Library
 12-005 Alexandrian Public Library
 ...
 12-238 Yorktown Public Library

12-239 Total PLAC Loans

74

Part 13 - Compliance with Standards for Public Libraries

- Added clarification prompts to law section
- Answer very carefully.
 - "No" responses may trigger a communication from ISL.
- You have an additional chance to explain any "No's" in Part 14

Part 13 - Compliance with Standards for Public Libraries

75

13-001 Does your library comply with Public Library Law IC 36-12? Y/N

13-002 If the answer to 13-001 is NO, explain: (NEW)

13-003 Does your library comply with other Indiana laws that affect municipal corporations? Y/N

13-004 If the answer to 13-003 is NO, explain: (NEW)

13-005 Does your library comply with all federal laws affecting employment practice? Y/N

13-006 If the answer to 13-005 is NO, explain: (NEW)

Part 13 - Compliance with Standards for Public Libraries

76

- 13-007** Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes? Y/N
- 13-008** If the answer to 13-007 is NO, explain: (NEW)
- 13-009** Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone? Y/N
- 13-010** If the answer to 13-009 is NO, explain: (NEW)

Part 13 - Compliance with Standards for Public Libraries

77

- 13-011** Do the library board and the director maintain separate functions? Y/N
- 13-012** Is the board responsible for governance and policy? Y/N
- 13-013** Is the director responsible for administration, operation and management of the library? Y/N
- 13-014** Does the director work full-time? Y/N
- 13-015** Does the Director have the required certification under 590 IAC 5? Y/N

Part 13 - Compliance with Standards for Public Libraries

78

With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

- 13-016** An annual classification of employees Y/N
- 13-017** Schedules of salaries Y/N
- 13-018** A proposed library budget Y/N
- 13-019** Library policies Y/N

Part 13 - Compliance with Standards for Public Libraries

79

- 13-020 Has the library board adopted the written employment practices dealing with recruitment? Y/N
- 13-021 ... selection? Y/N
- 13-022 ... appointments? Y/N
- 13-023 ... personnel actions? Y/N
- 13-024 ... salary administration? Y/N
- 13-025 ... employee benefits? Y/N
- 13-026 ... the conditions of work? Y/N
- 13-027 ... leaves? Y/N

Part 13 - Compliance with Standards for Public Libraries

80

- 13-028 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? Y/N
- 13-029 ...have current, written bylaws that state its purpose and its operational procedures? Y/N
- 13-030 Do the bylaws specifically state rules governing conflicts of interest issues? Y/N
- 13-031 Do the library bylaws specifically state rules governing nepotism? Y/N
- 13-032 Have the bylaws been reviewed by the board in the last three (3) years? Y/N
- 13-033 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library? Y/N

Part 13 - Compliance with Standards for Public Libraries

81

- 13-034 Does your library have a written collection development plan? Y/N
- 13-035 Does your library have a written circulation policy detailing the principles of access for all library materials and service? Y/N
- 13-036 Does your library provide support for continuing education for staff and trustees? Y/N

Part 13 - Compliance with Standards for Public Libraries

82

Long Range Plan

- 13-037 Does the library have a written long-range plan of service? Y/N
- 13-038 Which year did your current long range plan begin?
- 13-039 Which year does your current long range plan end?
- 13-040 Has your long-range plan been updated in the last three (3) to five (5) years (depending on the length of the plan)? Y/N

Part 13 - Compliance with Standards for Public Libraries

83

- 13-041 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? Y/N
- 13-042 Does your long-range plan include a statement of community needs and goals? Y/N
- 13-043 Does your long-range plan include measurable objectives and service in response to the community's needs and goals? Y/N

Part 13 - Compliance with Standards for Public Libraries

84

Does your long-range plan include:

- 13-044 an assessment of facilities, services, technology, and operations? Y/N
- 13-045 an ongoing annual evaluation process? Y/N
- 13-046 a plan for financial resources and sustainability? Y/N
- 13-047 a statement of collaboration with other public libraries? Y/N
- 13-048 a statement of collaboration with other community partners? Y/N

Part 13 - Compliance with Standards for Public Libraries

85

Technology Plan

- 13-049 Does the library have a written technology plan? Y/N
 13-050 Which year did your current technology plan begin?
 13-051 Which year does your current technology plan end?
 13-052 Has your technology plan been updated in the last
 three (3) years? Y/N
 13-053 Have copies of the plan, plus all updates and revisions
 been filed with the Indiana State Library? Y/N

Part 13 - Compliance with Standards for Public Libraries

86

Does your technology plan include...

- 13-054 ...realistic goals and strategies for using
 telecommunications and information technology? Y/N
 13-055 ...a professional development strategy? Y/N
 13-056 ...an assessment of telecommunication services,
 hardware, software, and other services needed? Y/N
 13-057 ...an equipment replacement schedule? Y/N
 13-058 ...a plan for financial resources and
 sustainability? Y/N
 13-059 ...an ongoing annual evaluation process? Y/N
 13-060 ...an automated, integrated library system (ILS) which
 conforms to a national cataloging standard? Y/N

Part 13 - Compliance with Standards for Public Libraries

87

Resource Sharing

- 13-061 Does your library provide interlibrary loan free of charge
 to other libraries within Indiana? Y/N
 13-062 Does your library provide interlibrary loan free of charge
 to your users? (NEW)
 13-063 Does the library lend materials via a statewide reciprocal
 borrowing program? Y/N
 13-064 Does the library lend materials using a local reciprocal
 borrowing agreement with at least one (1) other public
 library district within Indiana? Y/N
 13-065 If the answer to 13-064 is yes, please list libraries with
 which you have reciprocal borrowing agreements. (NEW)

Part 13 - Compliance with Standards for Public Libraries

88

- 13-066 Does the library lend materials using the OCLC Resource Sharing system? Y/N
- 13-067 Is the library a member of Evergreen Indiana? Y/N
- 13-068 How many days per week does your library receive Info Express courier service?

Part 13 - Compliance with Standards for Public Libraries

89

Does the library provide adult services, including?

- 13-069 Programs and reference services offered by an appropriately certified librarian? Y/N
- 13-070 Access to reference materials, including INSPIRE? Y/N
- 13-071 A collection of materials for adults? Y/N
- 13-072 A space designated in the library for adult services? Y/N

Part 13 - Compliance with Standards for Public Libraries

90

- 13-073 Does the library provide an enhanced level of adult service by providing:
- 1) One (1) or more staff, with appropriate certification;
 - 2) Serving at least part time,
 - 3) At each fixed location? *[All conditions must apply]*
- Y/N
- 13-074 Does the library provide an exceptional level of adult service by providing:
- 1) One (1) full-time staff member, or the equivalent,
 - 2) With appropriate certification,
 - 3) At each fixed location? *[All conditions must apply]*
- Y/N

Part 13 - Compliance with Standards for Public Libraries

91

Does the library provide **Young Adult** services, including?

- 13-075 Young adult programs and reference services offered by an appropriately certified librarian? **Y/N**
- 13-076 Access to young adult reference materials, including INSPIRE? **Y/N**
- 13-077 A collection of materials for young adults? **Y/N**
- 13-078 A space designated in the library for young adult services? **Y/N**
- 13-079 Does the library provide an enhanced level of service by providing:
1) One (1) or more staff, with appropriate certification, 2) Serving at least part time,
3) At each fixed location? [All conditions must apply] **Y/N**
- 13-080 Does the library provide an **exceptional** level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply] **Y/N**

Does the library provide **Children's** services, including?

- 13-081 Programs and reference services offered by an appropriately certified librarian? **Y/N**
- 13-082 A collection of materials for children? **Y/N**
- 13-083 A space designated in the library for children services? **Y/N**
- 13-084 Does the library provide an Enhanced level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply] **Y/N**
- 13-085 Does the library provide an Exceptional level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply] **Y/N**

Part 13 - Compliance with Standards for Public Libraries

92

Public Access

- 13-086 Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and enhanced media? **Y/N**
- 13-087 Does the library provide computers for the free use of all persons regardless of residency? **Y/N**
- 13-088 Does your library provide a means for the public to make copies at each location? **Y/N**

Part 13 - Compliance with Standards for Public Libraries

93

Webpage

Does your library's webpage include...

- 13-089 ...current hours of operation? **Y/N**
- 13-090 ...a physical address for your library? **Y/N**
- 13-091 ...a map for each fixed location? **Y/N**
- 13-092 ...a public telephone number? **Y/N**
- 13-093 ...a public e-mail address or other means of electronic contact? **Y/N**
- 13-094 ...a link to INSPIRE and other free electronic resources? **Y/N**
- 13-095 ...publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies? **Y/N**

Part 13 - Compliance with Standards for Public Libraries	
94	
13-096	Has your Internet Policy been reviewed by the board in the last year? <u>Y/N</u>
13-097	Does your library's webpage include a link to the library's online public access catalog? <u>Y/N</u>
13-098	Does your library's webpage include a calendar or list of events and programs which is <u>updated at least monthly</u> ? <u>Y/N</u>

Part 14 - Statement of Intent to Comply with Standards	
95	

Part 14 - Statement of Intent to Comply with Standards	
96	
14-001	Please explain any NO answers given in Part 13. - Please include the question number (##-###) and an explanation for each question where you answered "NO" to any question in Part 13.

97

Part 15 - Supplement

Part 15 - Supplement

98

□

Friends

□

Name and contact info

□

Foundations

□

Name and contact info

□

Interlibrary Loan

□

Name and contact info

Part 15 - Supplement

99

□

Makerspaces

□

Non-traditional Classification Systems

□

Adult Literacy

□

Digital content accessed through
"Databases"/streaming services


□

Outreach Events

100 That's all!

101

Questions?



Comments?

102

Contact us:
LDO
LDO@library.in.gov
1-800-451-6028
or
jclifton@library.in.gov
317-234-6550
